



Transmission document
for chairmen and vice-chairmen for student organisations of Hanze UAS
Groningen

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1. Chairman

1.1 Job description

The chairman is ultimately responsible for everything that happens within the association.

The main duties of the chairman are:

- Organising and chairing the weekly board meetings and the ALVs. It is also up to the chairman to involve the secretary sufficiently in the meeting, so that the secretary does not just act as a note-taker, but can also fulfil the role of director;
- Creating the agenda for these meetings. For an effective meeting, it is important that the chair knows in advance what he or she wants to know about each agenda item;
- Organising review meetings, to evaluate the progress of the board and the association, and activities;
- Ensuring that his or her fellow board members perform their duties well;
- Being point of contact for the rest of the board;
- Ensuring good decision-making. Making decisions is something the chairman always does with the board. However, the chairman's job is to ensure that a decision is made together that the whole board supports. This does not always mean that every board member agrees with something, but it does mean that they all want to cooperate;
- Responsible for complying with the cooperation contract, provided a board has one;
- Ultimately responsible for the policy plan, the half-yearly report and the annual report.

To perform the above tasks well, the following qualities are important to have:

- Decisive, to ensure good decision making;
- Innovative;
- Communicative, to be able to speak to the board and members at all times;
- Responsible;
- Able to maintain an overview;
- Forward-thinking;
- Empathic ability;
- Listening ear;
- Independent;

It is very important, that the chairman recognises that there is no such thing as a perfect chairman. With every board, it will take a different, personal approach to get the best out of it. Each chairman does this in his or her own way and needs to make sure it feels right within his or her board.

1.2 Tips

Here are some useful tips for chairing:

- As chairman, after the first few board meetings, ask board members if they found the meeting to be an enjoyable one, asking for feedback. With this feedback, the conduct of the meetings can be improved;
- For each agenda item, the chairman can ask the following questions to discuss the item as fully as possible: Who has been working on this and what is the result? Who is performing the associated task? When was the associated task done? Could this cause problems? If so, which ones? Other questions will not always matter and need to be discussed only when problems arise. This allows the chairman to keep the meeting short and effective;
- As chairman, ask what your board members expect from you, do this at the beginning of the year, for example, and discuss expectations with each other. Make an agreement document so that everyone can hold each other accountable for what you have agreed with each other;
- Make sure each board member feels heard and listen carefully during meetings to what everyone says, summarise everything briefly and then make decisions together with the board;
- Guard a good atmosphere within the board, this is not only your task, but also part of your duties. Make sure there is enough variety between fun activities and hard work;
- Always agree well with the rest of the board on what you are going to do, never make a decision in advance, but always listen carefully to the wishes of the other board members;
- Motivate your board members when things are not going well, everyone has down moments. If you see that a board member is not feeling well, try to see what you can do to solve this.
- For all major activities, make a plan in advance for yourself when you have the final deadlines. This will give you something to hold on to during the preparation of an activity, so when the activity finally arrives, you should have everything ready.
- At the beginning of the year, sit down with your secretary to set all deadlines for promotion, activities and reminders. Once this is done, you will have the same dates for every activity, so it will therefore give you a lot of peace of mind

2. Vice-chairman

2.1 Job description

Here you will find most of the tasks you can take on as vice-president. Not every association faces the vice-chairman position, but it is useful to know what you can do if you are assigned this position. Every association works differently, which is why the tasks have been formulated globally. If you cannot work out here which tasks are best assigned to the vice-chairman, you can always contact the SSA board. The following character traits will come in handy for fulfilling the position of vice-chairman:

- Communicative skills;
- Responsible;
- Forward-thinking;
- Accurate;
- Structured;
- Social;
- Team player.

The duties of a vice-president may include;

- Supporting the chairman. You should make sure that everything is kept in good order when the chairman was absent. Make sure you are always aware of what is going on and communicate well with the chairman. If anything is unclear, pull his sleeve immediately so that you are always informed;
- Taking over tasks from the chairman. In the chairman's absence, the vice-chairman is the replacement. Read the chairman's handover document carefully. This lists the tasks the chairman has. While doing so, also work closely together and consult a lot. You should be able to replace him without any problems when he drops out. The tasks that can possibly be taken over are:
 - Compliance with policy plan;
 - Writing the policy plan;
 - Involving a secretary in a meeting;
 - Checking on board members;
 - When an association is starting up, the vice-president can focus on new activities and recruiting new members.
- Supporting other functions within the board. As vice-chairman, in addition to the chairman, you will also support the other board members. Like the chairman, you know what is going on within the association and the board. If a board member is too busy or needs help, come to their aid and support them. Think of:
 - Assisting the secretary with designs of promotional materials;
 - Checking with the treasurer;
 - Going with the external coordinator to partner visits;
 - When an association is very large, the vice-chairman can help the internal coordinator with the committees.

2.2 Tips

- In the beginning, agree well with the board what your role will be within the association;
- Keep in close contact with the chairman and stay informed about everything that happens within the association;
- Keep clear what your tasks are; if this is unclear, discuss this with each other;
- Complement everyone on your board.